

## Job Announcement

### Costilla County Director of Social Services

The Costilla County Board of County Commissioners is seeking qualified applicants to fill the position of Director of the Costilla County Department of Social Services. The agency's office is located in historic San Luis, Colorado, the oldest town in Colorado, located in Costilla County. Costilla County is located in southern Colorado on the western edge of the picturesque San Luis Valley, on the western side of the Sangre de Cristo Mountains, about 70 miles north of Taos, New Mexico and 90 miles southwest of Pueblo, Colorado. Costilla County is a rural, agricultural community with a predominantly Latino population.

The Director is responsible for administering a variety of social and human service programs with a large staff and a budget that exceeds \$3 million in annual expenditures. These programs are complex and contain extensive inter-weaving of local, state and federal dollars with explicit and strict guidelines of eligibility, spending and accounting.

#### Knowledge, Abilities and Skills

This is not an entry level position, nor is it a position for those who are lacking in experience managing a highly complex department. Applicant must have knowledge of upper-level management principles and techniques; the ability to direct and organize an agency with a large staff performing a variety of technical, clerical, professional and specialized duties; the ability to plan, budget, direct and administer complicated health and human service programs; the ability to establish and maintain effective working relationships with people at all levels within and outside the organization; the ability to network and establish lasting and productive relationships with various government and public agencies and community groups; a sensitivity to the needs of residents eligible for various human service programs and public assistance; an understanding of the child protection and adult protection laws and procedures of the State of Colorado; the ability to work with the department's legal counsel and the court system on sensitive and confidential court proceedings relating to the department; and the ability to think creatively and write and speak clearly and concisely. The Director is appointed by the Board of County Commissioners and answers to the board regarding all matters related to the management of the department and, further, must communicate openly, transparently and effectively with the board.

The Director must have considerable skill using a computer and would preferably be able to efficiently use Microsoft Word, Excel, Adobe, Powerpoint, and Outlook Express.

A proficiency in English is required and the ability to read, write and speak Spanish is not mandatory but preferred.

#### Requirements

The position of Director requires at minimum a Bachelor's Degree from an accredited four-year college or university with a major in social work, human behavioral science, public health or related field and five years experience in administration, preferably in the public sector.

#### Preferred Qualifications

A Master's Degree in Human Services, Public Administration, Public Health or related field and experience in human services and/or public health is preferred. The ability to read, write and speak the Spanish language fluently is a plus.

#### Salary and Benefits

The position of Director is advertised at an annual salary starting at \$45,156.00 per year. Costilla County offers a choice of health, life, vision and dental insurance packages.

#### How to Apply

Applicants seeking consideration for the position of Director of Costilla County Department of Social Services must submit a resume and cover letter and a list of three references who are not family members to Richard D. Jensen, J.D., County Administrator, Costilla County Board of County Commissioners, P.O. Box 100, San Luis, Colorado 81152 by June 30, 2010. Applicants may submit their resume and cover letter as separate PDFs via email to [rjensen@costillacounty-co.gov](mailto:rjensen@costillacounty-co.gov). Interviews of applicants will be scheduled during the month of July, 2010.